



Minutes for CCAC Meeting August 23, 2006

Date of Meeting: 8-23-06
Name of Committee: CITY CENTER ADVISORY COMMISSION
Notes taken by: CCAC Secretary, Doreen Laughlin
Called to order by: Chairman Carl Switzer
Time Started: 6:30 PM
Time Ended: 8:30 PM

Members Present:

Commissioners Carolyn Barkley; Gretchen Buehner; Alexander Craghead; Suzanne Gallagher; Alice Ellis Gaut; Lily Lilly; Judy Munro; Roger Potthoff; Chairman Carl Switzer

Members Absent: Commissioner Ralph Hughes (Alternate)

Others Present: Lisa Olson

Staff Present:

Tom Coffee, Community Development Director; Phil Nachbar, Senior Planner; Doreen Laughlin, CCAC Secretary

Agenda Item #1: Welcome and Introduction:

Doreen Laughlin was introduced and welcomed as the new CCAC Secretary who will be attending meetings and taking minutes. Tom Coffee was welcomed to the meeting.

Important Discussion and/or Comments: None.

Agenda Item #2: Review / Approve Minutes
Important Discussion and/or Comments: None

Action Items (Follow Up or Votes):

Minutes for August 9th were approved with two abstentions.

Agenda item #3: CCAC Six-month meeting schedule

Commissioner Ellis Gaut requested that we have a specific schedule of meetings so that weeks could be planned more effectively. Whether to meet once or twice a month was discussed. Chairman Switzer thought that twice a month would be likely at first, but that he would like to eventually get it down to once a month. It was noted that the commission basically lost 2 months due to the changeover and Urban Renewal boundaries. Commissioner Potthoff noted that it was unrealistic to get everything done in a once a month meeting. Commissioner Craghead said that perhaps scheduling twice a month would be good, with the option of canceling that second meeting if it's not needed. Phil suggested that the meetings might be more relaxed and less rushed if they met twice a month rather than once. It was also suggested that during December the commission meet just once. The group decided that meeting at regular times, and twice a month to start, would allow them more time to consider issues.

Action Items (Follow up or votes):

It was decided that the 2nd and 4th Wednesday of each month would be the official meeting times, with the issue to be re-visited in January.

Agenda Item #4: Land Use / Design Guidelines Report-Review / Recommend
Important Discussion and/or Comments:

Phil went over a draft of the report regarding the framework for the Downtown Land Use / Design guidelines. He noted that the report is not "new" but is an extension of what the commission has been working on. The group has been working on Land use / design guidelines for approximately 2 months, since June 21. Some things had been added in the past 2 weeks. He passed out the complete report. Phil mentioned that the whole land use program would address land use, design guidelines, overlay zones, non-conforming uses and comprehensive plan changes. The initial report, which has been developing through work with the Commission, would provide the basis for developing new regulations for Downtown, and would go to Council on September 19.

Phil stated that there had been some concern that "big box" businesses located in Downtown could change the character of Downtown and have a huge impact on the transportation system. He indicated that the design guidelines would provide a limit to how big a commercial structure could be, but also be flexible to allow for some larger retail businesses. Phil suggested that the key is how the mixed use is going to be designed and developed. The

design guidelines will address the quality of development in Downtown, among other concerns.

Height limitations were discussed, as well as the need to accommodate the automobile. There was concern that there is a somewhat negative view from 99W. Commissioner Buehner mentioned historic buildings. She's concerned that newer buildings might overwhelm the historic ones. Phil Nachbar suggested that the initial guidelines had reference to allowing views from 99W, but that a "view corridor" could be evaluated during the development of the regulations.

Commissioner Potthoff pointed out that "historic" isn't just "old". Commissioner Craghead said that the entire tract from the tracks south east along Burnham St goes back almost to the founding of Tigard. Commissioner Craghead stated that the three buildings closest to the tracks all date back to 1908 and 1912, and if it weren't for them there would be no Tigard, Main Street. Commissioner Buehner suggested that we allow buildings to graduate in height smoothly. Lisa Olson said that the spirit of the Downtown Tigard Improvement plan was to keep a "Main Street feel." The idea being that Downtown should be a warm and inviting place with an historical feel to it. Ms. Olson noted that the community wants us to keep height down – keep it more inviting. She stated that they want familiarity and warmth.

Phil Nachbar said that he understands that the consensus seems to be interest is in a traditional Main Street "feel" which may have some architectural specifics to it – but not necessarily retain the old design or proportions. Commissioner Lilly said she would love to see both. She doesn't want the "spirit" of Old Town to go away, but doesn't want to preserve "x" number of buildings either - kind of a "New Old Town". Ms. Olson cited the town of "Sisters" as an example. Someone else mentioned "Cannon Beach". These towns have new buildings that contribute to the look of an "Old Town," yet aren't old. She would like Tigard to rebuild with that spirit in mind. Commissioner Gallagher noted that variations in height can contribute to an interesting look.

Phil Nachbar suggested that the Main Street feel could be created with guidelines that address "architectural character", and that a specific theme does not have to be developed. He mentioned Lake Oswego, and their English Tudor Style theme, and that it seemed that Tigard wanted a traditional Main Street, but not any particular theme. He stated that the design guidelines are being developed to create that, and that more could be done over the next year with input from the community.

The Urban Creek Corridor was discussed with Phil saying that the feasibility of the corridor, along with a revised circulation plan for Downtown, would be necessary before any land use regulations could be developed for that area. Otherwise, it would be difficult to say what specific properties would be affected. This will be done concurrently with land use regulations so that they can be coordinated. Council will need to address the feasibility of the Urban Creek Corridor idea, and if approved, land use regulations could then be developed.

Action Items (Follow-Up or Votes):

Commissioner Buehner moved that they recommend the “draft framework report” for adoption by Council with amendments to address the evaluation and use of the form-based code where appropriate, height restrictions and a “view corridor” from 99W into Downtown, and the inclusion of design guidelines that address the “architectural character” of a traditional Main Street. The motion with amendments was seconded and passed. None opposed – no abstentions.

Agenda Item #5: Education / Outreach with Downtown Property owners

■ Land Use / Design Guidelines

Important Discussion and/or Comments:

The discussion included how to best approach property owners, inform them about the Downtown, its projects and new land use regulations. Phil suggested a possible solution would be educational meetings at the Chamber of Commerce and the library where the overview of Downtown can be discussed as well as new projects, Burnham Street, Commuter rail, etc. Phil said that if people understand the vision, they are more likely to be in agreement with changes to land use regulations in Downtown. Commissioner Potthoff stated that meetings per se don't always work and that they would be best served if we tell the property/business owners what the impact to their business would be. They need to be asked “Have you thought about the impact of this and how it could possibly benefit your business? What are your concerns? How can it work for you?” He stated that there's a need for personal, targeted, fact finding exchanges with the business people. Dialogue – not monologue. Phil mentioned that there were surveys done with stakeholder property owners in Downtown as part of the Streetscape project and that they could be made available to the group. Commissioner Gallagher suggested that we possibly utilize the Internet and check into how other cities are handling this. Tom Coffee mentioned that design guidelines are moving along, being developed. He commented that business owners will be for or against us, and that the idea is to touch base with everyone in Downtown and talk to them. He stated that Land use design guides are inevitably coming, and that the business people need to be involved somehow.

A few different suggestions were brought up to reach out to property owners. Phil Nachbar suggested that the CCAC could play a role and asked the group how they might want to approach it. He suggested that members of the Commission could contact business people they know in Downtown, ones that have shown an interest in the Downtown, and create “ambassadors” to then contact others. He mentioned that property and business owners might be more comfortable talking with their peers as opposed to City Staff. They might be more candid about their concerns. The group made no decision on this topic but decided to discuss it further at the next meeting.

Action Items (Follow-Up or Votes):

Phil Nachbar will email information to the group regarding results of the survey to business owners. It was decided that this discussion of how to reach business and property owners be continued at the next meeting.

Agenda Item #6: CCAC By-Laws – Status / Discussion

Important Discussion and/or Comments:

Phil Nachbar noted that Council is considering the comments to the By Laws presented at the August 15th workshop and will provide specific changes at the workshop scheduled for the 19th of September. Phil had looked into Proxy voting. He reported that the City’s Attorney encourages us to not utilize proxy voting because it conflicts with public meeting law. Public meeting law requires that decisions be made on the record, and if a member is not present, he or she may not hear the entire record prior to voting. Tom Coffee thought that it was prohibited but wasn’t certain of that. Staff indicated that they would check into it and clarify whether it’s actually prohibited or not. Mr. Coffee stated that a conference call is fairly common, and legal, should a time sensitive issue come up.

Action Items (Follow-Up or Votes): Phil Nachbar will provide a staff report to Council for the September 19 meeting with Council. Members interested in the By Laws should attend that meeting.

Agenda Item #7: Developer Letter Re: Downtown Plan -- finalize

Important Discussion and/or Comments:

It hasn’t been finalized yet. Commissioner Potthoff suggested that he finish the letter, and get it out to everyone for review. He moved that the discussion be tabled – it was seconded, and all agreed to table it.

Action Items (Follow-Up or Votes):

Commissioner Potthoff will send the letter out in advance of the next meeting so all can look at it before the next meeting.

Agenda Item #8: Interim Land Use / Urban Creek Corridor Overlay Regulations (Status / Discussion)

Important Discussion and/or Comments:

Council will evaluate overlay zones. Commissioner Buehner stated that overlay zones have become a hot topic. Phil Nachbar stated that a feasibility study needs to be done soon - Mid-October it will be started. He stated that the subject is complex, but that by the time “interim” regulations could be developed, it would be almost the same amount of time to develop the final ones, and that developing temporary regulations might draw focus away from making a decision on the final ones. Phil mentioned that the first step is to determine the feasibility of the Urban Creek Corridor, and then after Council concurs, to pursue regulations for it. There may not be time for an interim. Commissioner Lilly asked if we would be opening up a “can of worms.” Chairman Switzer asked “Do we back down from a

fight if it's right?" Both Tom Coffee and Phil Nachbar agree that pursuing interim regulations at this time is not preferable, but that pursuing the feasibility of the Urban Creek Corridor and a determination of that before creating regulations is appropriate.

Action Items (Follow-Up or Votes): None.

Agenda Item #9: Other Business / Announcements – Aug. 30 – Presentation on “Arts in the Downtown”, overview of Fanno Creek Park Master Plan

Important Discussion and/or Comments:

It will not be necessary to meet on the 30th due to the earlier motion to endorse the framework for Downtown Land Use and Design guidelines report to Council.

Commissioner Munro will be tendering her resignation from the CCAC. She wants to effect an easy transition so it will not be effective until after the by-laws have been approved. She will remain on the Planning Commission.

Commissioner Buehner talked about the potluck. It will be on Friday, September 8th. There will be a barbecue grill available. Bring something to share.

Action Items (Follow-Up or Votes):

Email Gretchen Buehner with what you will be bringing to the potluck.